

Friends of the Bernardsville Public Library Board of Directors



September 2, 2020 Meeting Minutes

ATTENDANCE: Nancy Verduin, Bob Baker, Amy DeMilt, Pat Carroll, Victoria Oliveira, Nancy Goguen, Shura Arnold, Patrice Cummings (BOT), Lori Pakrul, Jose Borbolla, Gladis Menare, Steve Autenreith, Pam Isenburg, Jerry Clarke, Terry Thompson (BOT) and Leslie Witt (Foundation)

ABSENT: Deb Heimerl, Jamie Bertoni, Gerry O'Donovan, Dan Lincoln

President remarks- Nancy

Nancy will finish the lottery board; looking for contributions place donations in mailbox.

Vice President Remarks- vacant

Recording Secretary- Amy

August minutes, finalized and will be posted.

Correspondence – Nancy G – nothing to report

Treasurer's report- Bob Baker

Slow month, technically finished campaign year

\$32,942 donations in the past year; year over year \$700 more than last.

Wrote a check to library \$1,000, so about \$19,000 for the year, way behind on expenditures to library last year.

Fidelity is highest it has been \$475,000 back to where we were before start of pandemic.

Need to approve annual D&O insurance – memo from broker \$1200 for next 12 months; includes cyber protection. Cost for new checks and stamps \$190. Donations this month about the same \$190.

Amazon Smile comes in quarterly – usually about \$90 year.

Library Update- Shura Arnold

Just hired 2 new part time circulation employees– Cheryl and Jack – both from County College of Morris, both familiar with Polaris and have experience. Works well with anticipated ramping up of the increase in hours. Will establish Saturday 10-2 (9/26) Sundays 1-5 (sometime in mid-October).

Somewhat of a holding pattern dependent upon school schedules, as it directly impact library hours and demand in information. Will reevaluate as the year progresses and be agile with respect to needs of home schooling, hybrid, private schools will create more demand.

Budget anticipation – will be well below budget; however youth services line – may demand databases and this would be pricey.

Board of Trustees Patrice Cumming/Terry Thompson

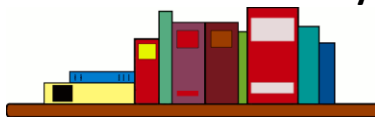
Sent out invite for Madelyn's retirement party

Reviewing the budget – anticipate that there will be a tight budget. Looking at joining a consortium or County system possibly a recommendation will be made at next BOT meeting. Expressed much gratitude for the FBPL and commended Shura for leadership and staff for enthusiasm and positive attitudes.

Foundation Leslie Witt

Cancelled beer and wine event – having a “Non-Event”. Will send invites out to 450 supporters around 9/15; will have 50/50 tickets and solicitation of donations, as well silent auction. Once mailed will offer 50/50 tickets at library. Silent auctions will be available for about 15 items, including our lottery board. Donations for 2 clocks, lunch for 3 at Bernard's

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Inn, 3 premier wine baskets, New England lobster dinner for 10, jingling cooler with beer, and wine tasting will be offered in silent auction. Looking for tech savvy person to establish website.

Campaign letters went out - behind where we were last year: \$72k raised last year with campaign, about \$35k now. Will send some reminders, etc.

Reports by committee chairs-

Programs- Dan/Pat – Mr. Ray Drive Up Concert

Date: October 18th - Beginning of National Friends week so we can promote a little.

Performer: Mr Ray, family oriented <http://mrray.com/bio>

Time: 3 to 4

Should we consider having at High School?? Sell more tickets, and may be more conducive to the event; insurance would be transferable. Bob/Nancy will pose inquiry to superintendent and Chief Valentine. Assuming approval it will impact set-up, locale of stage, logistics, etc.

180 parking spots at High School – probably looking at about 80-90 max perhaps some overflow to 100. Porta Johns available at the field.

Stage: High School has one that is used at graduation ceremonies with steps. Checking size but higher (better) expect it is larger than 12 x 12 and free!

The maintenance staff will also deliver and pick it up if we decide to take them up on this. They may have to deliver it on a Friday afternoon and pick it up on Monday if that's okay? All will be determined by locale issue. Do have a tent to cover stage. If off site would need to establish Library brand.

Sound system:

From Olivia Manning:

With the size of the library parking lot, managing a larger sound system directionally to the crowd is possible, as car windows would likely need to be open anyway.

We can certainly help provide the equipment. Let me know if you would like for us to get that date on the calendar for the night. Happy to provide for you guys at no charge :)

Mr. Ray has a small sound system that we would need to see how to connect to the Mannings system. He only needs electrical outlet and takes only 15 minutes to set up.

Mr. Ray- Pam- Confirmed \$350 for 50 minutes, will finalize for 50 minutes. Within budget \$500

CDs \$5 for any volume over 20- Take home- 1 per car

Maybe incentivize to have people sign up and offer with registration.

Should order extras so we will order 30. May need more, Pam will inquire.

Will allow him to sell CDs on site.

If we have extras we can do some sort of raffle at library....

PR- Gladis and Jose-

Proposal for flyers and bookmarks sent out prior to meeting.

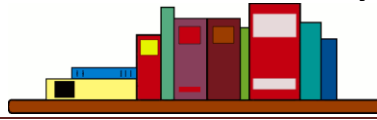
Free platform for selling tickets and can direct from our social media to ticket link; as soon as we have the confirmation of the locale and logistics. 9/27 target date to put up sale of tickets.

First come, first choice in parking spots.

Masks will mandated outside the car environs. Will need sign postings masking/social distancing rules that are in place at that time.

Bookmark for event to go out with pick-ups, Grab and Go and at desk.

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Would need article in newspaper – Tammy will probably be handling per Shura.
Email push? Worthwhile to send. (FBPL should perhaps consider purchase of email software for relatively small amount of money.)
Friday Folder for Bedwell.

Day of Logistics- Bob, Victoria, Jose

- 3 -someone at both entrances to confirm reservations
- 2 -to guide parking and monitor lot

Would have 3 entrances @ HS; open gates around 2:30. 5-6 volunteers for directing (Bob will enlist folks early part of October)

Finance- Gerry (not present)

- o Roll over 2020 budget to 2021. As we get closer to year end, may have a better idea on impact if restrictions continue.
 - o Maybe lower budget in some areas
 - o If we do not get the contributions we need from the campaign, we can use our reserve

Fundraising- Debbie

- o Mini Golf – probably will not be doing - wait until Oct to decide.
- o Campaign - Lori can brainstorm with Nancy and Debbie.

Nominating Committee- Nancy G

- Openings- 2 or 3
- Co Chairs- Fundraising, Finance,
- Nothing

Volunteer Recognition- Lori

Nothing. Had talked about junior recognition – really not feasible at this point.

Old Business/new business-

Friends of the Bernardsville Public Library Key Dates 2020

Meetings: October 7, November 4

Concerts: October 18, *Nov. 1, Dec. 6*

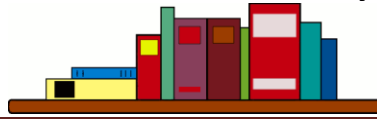
Annual Campaign: October 2020- moved to November/December 2020

National Friends of the Library Week: October 18-24

Meeting agenda topic key dates:

1. October
 - Finance- Budget 2019 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized

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2. November

- Annual meeting
 - Budget approval
 - Committee Chair/Officers